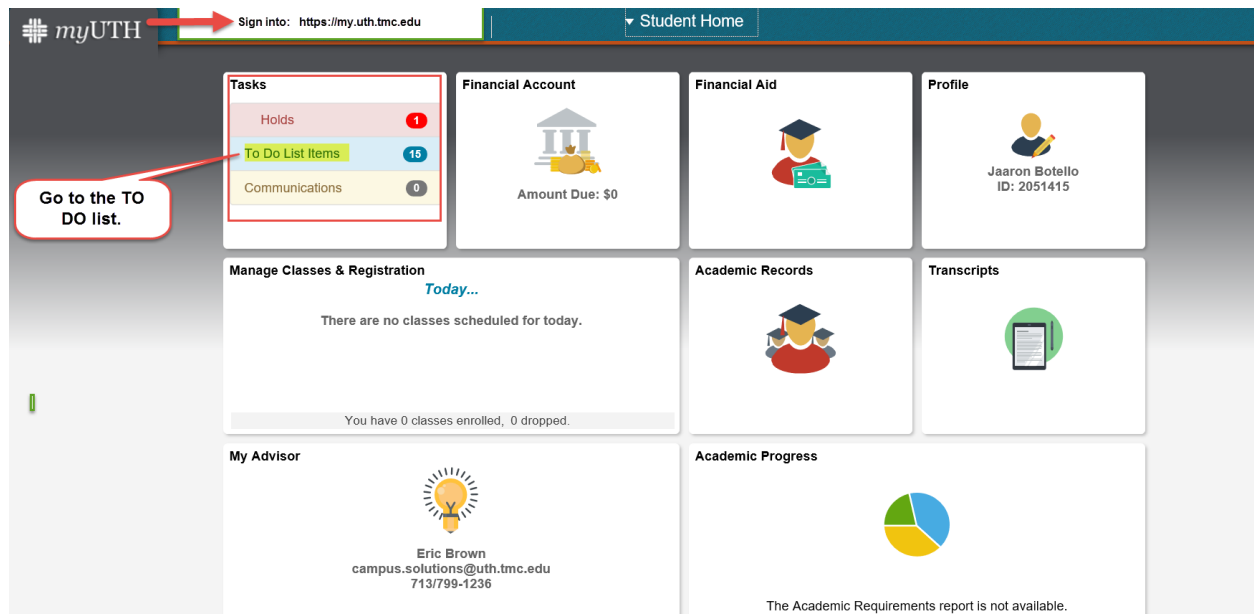


# HEALTH INSURANCE CERTIFICATION HOLD – HOW TO REMOVE

**NOTE:** If you will be covered by a privately held health insurance policy in the next academic year, you will need additional information from your health insurance card prior to beginning the HOLD removal process. The information you will need consists of Company name, Policy Number, Effective Date, and the Policy Holder Name, if anyone other than you.

## Procedures for removing HOLD.

Login to <https://my.uth.tmc.edu> and navigate to the “To Do” lists under the “Tasks” section of your myUTH Student Home page.



The screenshot displays the myUTH Student Home page. At the top left, the myUTH logo is visible, and a red arrow points to the 'Sign into: https://my.uth.tmc.edu' link. The top right shows the 'Student Home' dropdown menu. The main content area is divided into several sections:

- Tasks:** A sidebar menu with three items: 'Holds' (1), 'To Do List Items' (15), and 'Communications' (0). A red callout box with the text 'Go to the TO DO list.' points to the 'To Do List Items' link.
- Financial Account:** Shows a building icon and 'Amount Due: \$0'.
- Financial Aid:** Shows a graduation cap icon.
- Profile:** Shows a person icon and 'Jaaron Botello ID: 2051415'.
- Manage Classes & Registration:** Shows 'Today...' and 'There are no classes scheduled for today.' Below it, a grey bar states 'You have 0 classes enrolled, 0 dropped.'
- Academic Records:** Shows a graduation cap icon.
- Transcripts:** Shows a document icon.
- My Advisor:** Shows a lightbulb icon and 'Eric Brown campus.solutions@uth.tmc.edu 713/799-1236'.
- Academic Progress:** Shows a pie chart icon and 'The Academic Requirements report is not available.'

On the “To Do List” page, click on the double vertical arrow, right above the word Task.

The screenshot shows the 'To Do List' page with a sidebar on the left containing 'To Do List' (15 items), 'Holds' (1 item), and 'Communication Center'. The main area is titled 'To Do List' and contains a table with 15 rows. A callout box with a double vertical arrow icon points to the sort icon above the table header. The table has columns for 'Task', 'Due Date', and 'Status'. The tasks listed are: Official Transcript, Health Insurance Certification (7 times), Federal Loan Exit Counseling, Health Insurance Certification (2 times), and Intent to Grad. Signature Page. The statuses are: Completed (6), Overdue (9), and Initiated (1).

Task	Due Date	Status
Official Transcript	Overdue	Completed
Health Insurance Certification	Overdue	Completed
Health Insurance Certification	Overdue	Completed
Health Insurance Certification	Overdue	Completed
Health Insurance Certification	Overdue	Completed
Health Insurance Certification	Overdue	Completed
Health Insurance Certification	Overdue	Completed
Federal Loan Exit Counseling	Overdue	Completed
Health Insurance Certification	Overdue	Completed
Health Insurance Certification	Overdue	Completed
Intent to Grad. Signature Page	Overdue	Initiated

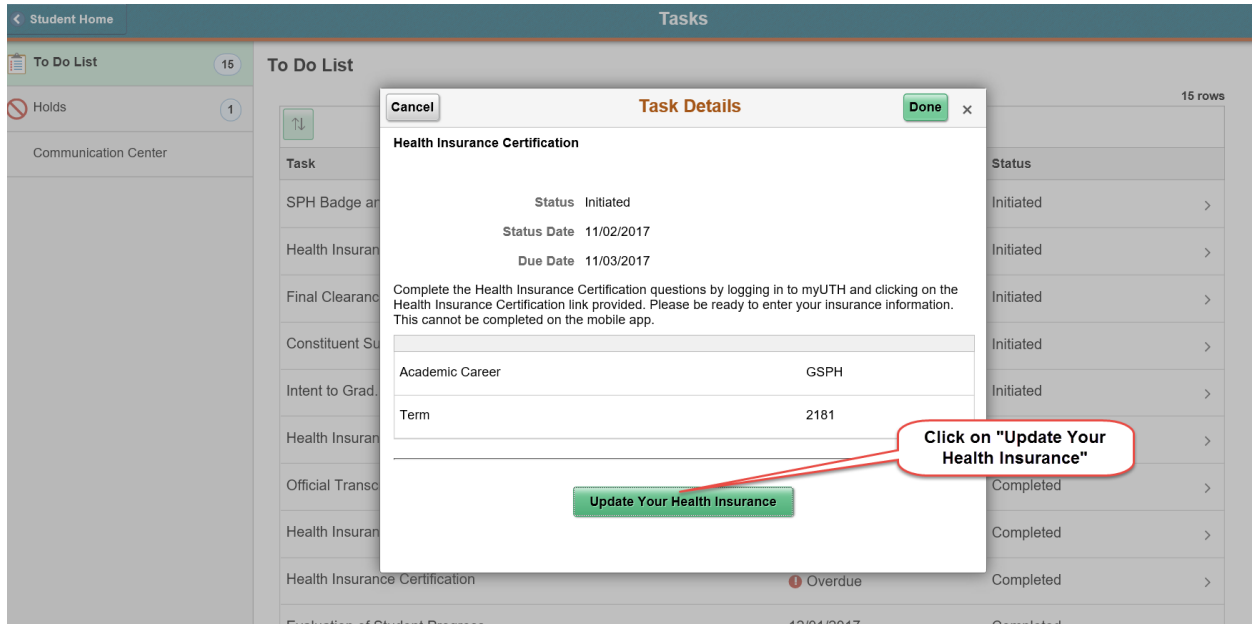
The Sort box comes up with three items listed: Task, Due Date and Status. Click on the word “STATUS” twice. This will rearrange your items in the Status column, placing your items that need to be initiated and completed at the top.

Click on the Health Insurance Certification line at the arrow on the right.

The screenshot shows the 'To Do List' page with a 'Sort' menu open. The menu lists 'Task', 'Due Date', and 'Status'. A callout points to the 'Status' option with the instruction '1) Click on the "Status" Twice!'. Another callout points to the 'Health Insurance Certification' row with the instruction '3) Click on the "little arrow" of the "Health Insurance Certification"'. A third callout points to the 'Initiated' status of the 'Health Insurance Certification' row with the instruction '2) The Status will sort to "Initiated" items to be Completed.'. The table shows the 'Health Insurance Certification' row highlighted in yellow, and the 'Initiated' status in the 'Status' column highlighted in yellow.

Task	Due Date	Status
SPH Badge and Keys		Initiated
Final Clearance		Initiated
Constituent Survey	12/01/2017	Initiated
Health Insurance Certification	Overdue	Initiated
Health Insurance Certification	11/03/2017	Initiated
Intent to Grad. Signature Page	Overdue	Initiated
Health Insurance Certification	Overdue	Completed
Health Insurance Certification	Overdue	Completed
Health Insurance Certification	Overdue	Completed
Evaluation of Student Progress	12/01/2017	Completed

This initiates the Health Insurance Certification page. Click on the “Update your Health Insurance” button highlighted in green.



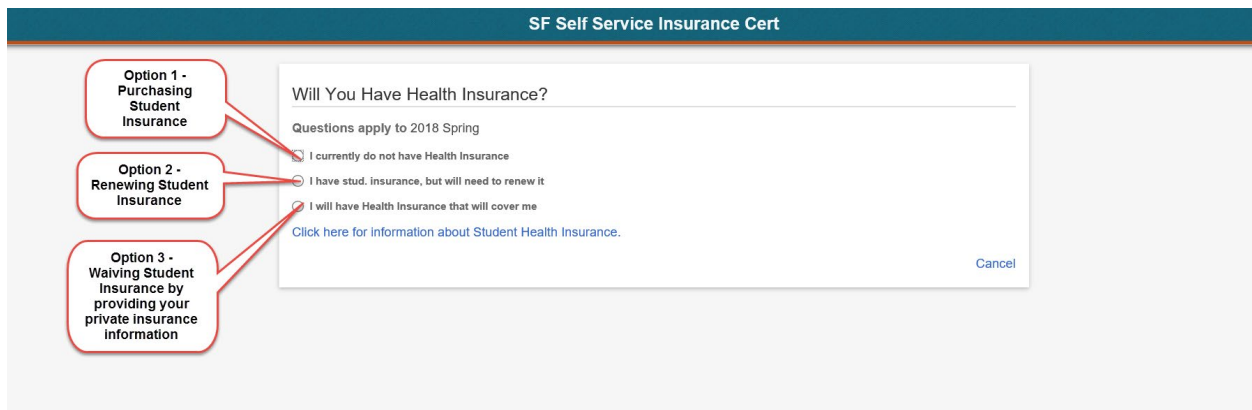
This will bring up the “SF Self Services Insurance Certification” page with three options. The three options’ instructions are all below under:

**Option 1** – Purchasing Student Insurance

**Option 2** – Renewing Student Insurance

**Option 3** – Waiving Student Insurance by providing your private insurance information – and typing it into spaces provided

Please make your option selection and then **scroll down** to the appropriate instructions.



**Option 1:** To purchase Student Health Insurance for **the next upcoming Semester**, Click on the “I currently do not have health Insurance” box.

**SF Self Service Insurance Cert**

Will You Have Health Insurance?

Questions apply to 2018 Spring

I currently do not have Health Insurance

I have stud. insurance, but will need to renew it

I will have Health Insurance that will cover me

[Click here for information about Student Health Insurance.](#)

[Cancel](#)

To Purchase Student Health Insurance for the **next upcoming Semester**, Click on “I currently do not have Health Insurance”

Dental Insurance is separate! If you need dental insurance, email [student-insurance@uth.tmc.edu](mailto:student-insurance@uth.tmc.edu) to request an insurance form. Include your Student ID number & the name of your school. (Example: SON, SOD, DDS, SPH, MED, etc.)

**NOTE:** Dental Insurance is requested separately, by emailing [student-insurance@uth.tmc.edu](mailto:student-insurance@uth.tmc.edu) to request an insurance form. Include your student ID number & name of your school, (example: SON, SOD, DDS, SPH, MED)

Which will bring up the Disability Insurance Availability section. You can click on the “Click here for more information on disability insurance” link in blue to read more about “Disability Insurance”. Then when you feel you understand that disability insurance is available, you can click on the “I am aware that Disability Insurance may be available box to acknowledge that you understand.

**SF Self Service Insurance Cert**

Will You Have Health Insurance?

Questions apply to 2017 Fall

I currently do not have Health Insurance

I have stud. insurance, but will need to renew it

I will have Health Insurance that will cover me

[Click here for information about Student Health Insurance.](#)

**Disability Insurance Availability**

[Click here for more information on disability insurance.](#)

Professional disability insurance may be available for your program of study. For more information on availability and eligibility, click on the hyperlink above.

Please select the check box below to acknowledge that you are aware that disability insurance may be available for purchase at your own expense.

I am aware that Disability Insurance may be available.

[Click To Continue](#)

[Cancel](#)

Click here to “acknowledge” you read about the information on disability insurance.

Click here to “Read” about the disability insurance.

Clicking on the “I am aware that Disability Insurance may be available” will bring up the “Certification Statement” which tells you to confirm your choice of insurance at the bottom. See Below.

**SF Self Service Insurance Cert**

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Will You Have Health Insurance?

Questions apply to 2017 Fall

I currently do not have Health Insurance

I have stud. insurance, but will need to renew it

I will have Health Insurance that will cover me

[Click here for information about Student Health Insurance.](#)

Disability Insurance Availability

[Click here for more information on disability insurance.](#)

Professional disability insurance may be available for your program of study. For more information on availability and eligibility, click on the hyperlink above.

Please select the check box below to acknowledge that you are aware that disability insurance may be available for purchase at your own expense.

I am aware that Disability Insurance may be available.

Certification Statement


By clicking the Confirm button below, you have indicated that you do not have private insurance and acknowledge that a fee for health insurance will be assessed to your student account upon enrollment.

In addition, you are consenting to the release of personal information to the UT Health Science Center Insurance Provider for the issuance of the policy.

Repatriation and Medical Evacuation coverage for International Students is provided by this policy.

[Confirm](#) [Cancel](#)

Click here to confirm your choices of insurance above



**Dental Insurance is separate! If you need dental insurance, email [student-insurance@uth.tmc.edu](mailto:student-insurance@uth.tmc.edu) to request an insurance form. Include your Student ID number & the name of your school. (Example: SON, SOD, DDS, SPH, MED, etc.)**

**Clicking the Confirm button brings you to the “Certification Confirmed” box. Hit the OK button, see below, and you are done filling out the Insurance Certification for purchasing Student Insurance.**

The screenshot shows a 'Tasks' interface with a 'To Do List' table. The table has columns for 'Task', 'Due Date', and 'Status'. A dialog box titled 'Certification Confirmed' is overlaid on the table, containing an 'OK' button. A red callout bubble points to the 'OK' button with the text 'Click OK to Confirm'.

Task	Due Date	Status
Texas RN License	11/15/2017	Initiated
Health Insurance Certification	11/03/2017	Initiated
Texas RN License	Overdue	Completed
Nursing Orientation Session	Overdue	Initiated
Official Transcript	Overdue	Completed
HESI A2 Test Scores	Overdue	Completed
Proof of TSI Satisfaction	Overdue	Completed
Health Insurance Certification	Overdue	Completed
CPR Certification	Overdue	Completed
Official Transcript	Overdue	Completed

**Option 2:** If you have Student Insurance, but need to renew it for **the next upcoming** semester, then on the “SF Self Service Insurance Cert” page, click on the second option that states “**I have stud. Insurance, but will need to renew it**” box.

Which will bring up the Disability Insurance Availability section. You can click on the “Click here for more information on disability insurance” link in blue to read more about “Disability Insurance”. Then when you feel you understand that disability insurance is available, you can click on the “I am aware that Disability Insurance may be available box to acknowledge that you understand.

**NOTE:** Dental Insurance is requested separately, by emailing [student-insurance@uth.tmc.edu](mailto:student-insurance@uth.tmc.edu) to request an insurance form. Include your student ID number & name of your school, (example: SON, SOD, DDS, SPH, MED)

**SF Self Service Insurance Cert**

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Will You Have Health Insurance?

Questions apply to 2018 Spring

I currently do not have Health Insurance

I have stud. insurance, but will need to renew it

I will have Health Insurance that will cover me

[Click here for information about Student Health Insurance.](#)

**Disability Insurance Availability**

[Click here for more information on disability insurance.](#)

Professional disability insurance may be available for your program of study. For more information on availability and eligibility, click on the hyperlink above.

Please select the check box below to acknowledge that you are aware that disability insurance may be available for purchase at your own expense.

I am aware that Disability Insurance may be available.

**Certification Statement**

By clicking the Confirm button below, you have indicated that you do not have private insurance and acknowledge that a fee for health insurance will be assessed to your student account upon enrollment.

In addition, you are consenting to the release of personal information to the UT Health Science Center Insurance Provider for the issuance of the policy.

Repatriation and Medical Evacuation coverage for International Students is provided by this policy.

[Click here to confirm your insurance choice above](#)    [Confirm](#)    [Cancel](#)

**Dental Insurance is separate! If you need dental insurance, email [student-insurance@uth.tmc.edu](mailto:student-insurance@uth.tmc.edu) to request an insurance form. Include your Student ID number & the name of your school. (Example: SON, SOD, DDS, SPH, MED, etc.)**

After clicking on the acknowledging you understand Disability Insurance is available box, the Confirm button arrives. Click the confirm button to confirm your insurance choice above.

Then the Certification Confirmed button comes up. Click on Ok and you are done renewing your insurance for the next upcoming semester. See below.

The screenshot shows a 'Tasks' interface with a 'To Do List' table. The table has columns for 'Task', 'Due Date', and 'Status'. A dialog box titled 'Certification Confirmed' is overlaid on the table, containing an 'OK' button. A red callout box with the text 'Click OK to Confirm' points to the 'OK' button.

Task	Due Date	Status
Texas RN License	11/15/2017	Initiated
Health Insurance Certification	11/03/2017	Initiated
Texas RN License	Overdue	Completed
Nursing Orientation Session	Overdue	Initiated
Official Transcript	Overdue	Completed
HESI A2 Test Scores	Overdue	Completed
Proof of TSI Satisfaction	Overdue	Completed
Health Insurance Certification	Overdue	Completed
CPR Certification	Overdue	Completed
Official Transcript	Overdue	Completed



**Option 3:** If you have privately held Insurance, then on the “SF Self Service Insurance Cert” page, click on the third option that states “**I will have Health Insurance that will cover me**” option for the **next upcoming** semester.

This will bring up the Insurance Policy Information boxes. Type in the Insurance Company name, which is the name of your current insurance company. Type in the current insurance policy number and the date which it went into effect.

The screenshot shows the 'SF Self Service Insurance Cert' interface. At the top, a dark blue header contains the text 'SF Self Service Insurance Cert'. Below this, the main content area is titled 'Will You Have Health Insurance?'. Underneath, it states 'Questions apply to 2018 Spring' and lists three radio button options: 'I currently do not have Health Insurance', 'I have stud. insurance, but will need to renew it', and 'I will have Health Insurance that will cover me' (which is selected). A blue link 'Click here for information about Student Health Insurance.' is provided. The 'Insurance Policy Information' section contains three input fields: 'Insurance Company Name', 'Policy Number', and 'Effective Date' (with a calendar icon). Below this is the 'Student Policy Owner' section with two radio button options: 'Yes, I am the Policy Holder' and 'No, I am not the policy holder'. A 'Cancel' button is located at the bottom right. Red callout boxes with arrows point to each of these fields, providing instructions: 'This is the name of your current insurance company' for the company name, 'This is your current insurance policy number' for the policy number, 'This is the date your insurance went into effect' for the effective date, and 'If you are not the policy holder, check the No, I am not the policy holder.' for the policy owner selection.

If you are not the policy holder, fill in the box that comes up with the name of the Policy Holder – which is usually your parents’ name.

Will You Have Health Insurance?

Questions apply to 2018 Spring

I currently do not have Health Insurance

I have stud. insurance, but will need to renew it

I will have Health Insurance that will cover me

[Click here for information about Student Health Insurance.](#)

Insurance Policy Information

Insurance Company Name My Current Insurance Plc

Policy Number ABC123

Effective Date 01/01/2018

Student Policy Owner

Yes, I am the Policy Holder

No, I am not the policy holder

Policy Holder Name Policy Holder's Name | x

[Click to Continue](#)

Cancel

The policy holder's name is usually your parents' name.

**Click on the “Click to Continue” button, which will bring up the Disability Insurance Availability section.**

**You can click on the “Click here for more information on disability insurance” link in blue to read more about “Disability Insurance”. Then when you feel you understand that disability insurance is available, you can click on the “I am aware that Disability Insurance may be available box to acknowledge that you understand. See Below.**

**SF Self Service Insurance Cert**

Policy Holder Name

[Click to Continue](#)

**Disability Insurance Availability**

[Click here to "Read" about the Disability Insurance](#)

[Click here for more information on disability insurance.](#)

Professional disability insurance may be available for your program of study. For more information on availability and eligibility, click on the hyperlink above.

Please select the check box below to acknowledge that you are aware that disability insurance may be available for purchase at your own expense.

I am aware that Disability Insurance may be available. [Click here to acknowledge you have read about the Disability Insurance](#)

**Certification Statement**

By clicking the "Confirm" button, you are certifying that you have private health insurance that will provide coverage for you throughout the entire term and that all information you have provided is true and complete.

International students must have Repatriation and Medical Evacuation coverage in addition to your health insurance coverage. If the policy you provided above does not provide this coverage, a fee will be added to your student account upon enrollment.

I understand that all students enrolled at The University of Texas Health Science Center at Houston (UTHealth) are required to have and maintain health insurance coverage on a continual basis while enrolled at UTHealth. I further understand and agree that my failure to have and maintain such health insurance coverage may result in the cancellation of my registration. I understand and agree that I am responsible for any and all charges related to my medical care.

I hereby certify that I have and will maintain current health insurance coverage while enrolled as a student at UTHealth. I understand that the information and certification herein provided will be relied upon by UTHealth, and I waive and release any claims against UTHealth in connection with my failure to have and maintain required health insurance coverage while enrolled at UTHealth.

In addition, you are acknowledging that all insurance information provided is subject to verification and you are consenting to the release of personal information to the insurance carrier you identified above for the purpose of coverage verification.

[Click here to confirm your insurance choice above](#)

**This is for all International Students who hold Visa Codes F1, F2, J1 and J2 only**

**Now you are ready to click the “Confirm” button to confirm your choice of insurance, which brings up the “Certification Confirmed” button. Click the Ok and you are done waiving student insurance for the next upcoming semester! See below.**

To Do List 26

To Do List

26 rows

- Holds
- Communication Center

Task	Due Date	Status	
Student Research Clearance	04/15/2018	Initiated	>
Evaluation of Student Progress	04/15/2018	Initiated	>
SPH Badge and Keys	5/2018	Initiated	>
Oral Presentation	5/2018	Initiated	>
Final Clearance	04/15/2018	Initiated	>
Constituent Survey	04/15/2018	Initiated	>
Concentration Completion Form	04/15/2018	Initiated	>
Health Insurance Certification	Overdue	Initiated	>
Intent to Grad. Signature Page	02/01/2018	Initiated	>
Health Insurance Certification	Overdue	Completed	>

Certification Confirmed

OK